

## Bulletin

Bulletin No. 451-16

Washington, D. C. 20415

November 14, 1977

**SUBJECT:** Federal Retiree of the Year Award Program

Heads of Departments and Independent Establishments:

The Civil Service Commission is cooperating with the National Association of Retired Federal Employees in the establishment of an awards program designed to:

- draw public attention to the achievements of Federal employees in serving the American public
- increase public knowledge and appreciation of the men and women in the career service
- encourage other Federal personnel to strive for excellence

The first awards will be presented early in 1978 and will recognize persons who retire during calendar year 1977.

### The Awards

A check for \$2,500 and a plaque will be presented annually to The Federal Retiree of the Year. In addition, each of nine finalists will receive recognition. The national winner and nine finalists will be guests of the National Association of Retired Federal Employees, and will be honored, at a reception in Washington, D.C.

Field chapters of NARFE are being encouraged by NARFE Headquarters to establish similar recognition programs locally which will honor field installation nominees for these national awards.

### Eligibility

Any Federal career civilian employee, at any age or grade level, who has retired on an immediate annuity during the preceding calendar year after a minimum of 25 years' Federal Service, is eligible for the award. Honorable military service may be included.

### Criteria

Nominees must have demonstrated unusual competence, dedication, and achievement in the public service during their Federal careers.

Achievements must be of such significance that they reflect credit upon, or encourage excellence in, the Federal career service.

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**Inquiries:** Office of Incentive Systems, 632-5568

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Nominations may be based on achievements on or off-the-job, or on a combination of the two. Off-the-job achievements include, but are not limited to, leadership and participation in civic health, humanitarian, educational, youth, women's, minority, fraternal, religious, and other organizational efforts that contribute to national, regional, state, or community welfare.

#### Nominating Procedure

Heads of Departments and Agencies are encouraged to nominate one candidate for the Federal Retiree of the Year Award.

Nominations must be in the form of a typewritten statement, not exceeding five pages, signed by the agency head.

The following information is required:

- name, grade, and position title from which nominee retired
- business address, if any
- home address
- length and dates of Federal civilian service
- length and dates of military service, if any
- date and type of retirement on immediate annuity
- brief biography including a) date and place of birth; b) education and degrees (give names of schools and year degrees received, if any); and c) chronological synopsis of Federal career (including military service, if any).
- brief statement describing the achievements on which the nomination is based, (including assessment of importance of contributions at national, regional, state, or community level).
- list of recognition received from agency, professional organizations, or other national, regional, state, or local organizations.

Nominations for the 1977 Federal Retiree of the Year Award must be received by the National Association of Retired Federal Employees, 1533 New Hampshire Avenue, N.W., Washington, D.C. 20036, no later than February 28, 1978. Nominations deadlines for subsequent years will be announced annually by NARFE.

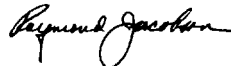
#### Selection of Winner

A panel of distinguished judges will select the Federal Retiree of the Year and nine finalists. Nominations will be judged on one or more of the following criteria:

- Uniqueness of achievements or contributions to public service
- Impact of achievements or contributions (e.g., benefits to society, nation, state, or community; better government; advancement of arts or sciences, etc.) and enhancement of the reputation of the Federal career service
- Evidence of unusual leadership or individual efforts in solving problems at community, state, regional, national, or international level
- Evidence of individual initiative and dedication to public service and of personal sacrifice in pursuit of accomplishments on which nomination is based
- Performance over a considerable period of time--on or off the job--which has demonstrated unusual competence in public service and/or selfless service to fellow men

- Evidence of personal integrity, honesty, high moral character, and qualities of leadership or sustained individual performance
- Demonstrated ability to overcome obstacles or handicaps in pursuit of public service objectives
- Honors received from other organizations for contributions to public service or other noteworthy achievements.

As with other awards sponsored by private organizations which recognize and draw public attention to outstanding Federal personnel, the Civil Service Commission is cooperating with the National Association of Retired Federal Employees in promoting, publicizing, and processing this award. Agencies are urged to cooperate also, by publicizing the program internally and by obtaining a wide field of candidates from which to select an agency nominee.



Raymond Jacobson  
Executive Director